



Checklist to accompany an Application for Uncertified Building Dwellings and Habitable Additions and Alterations – Class 1A

BA2

This checklist is to help applicants to prepare a complete uncertified building permit application for Dwellings and Habitable Additions and Alterations – Class 1A.

A complete building application where all necessary information has been provided per this checklist, will enable the Shire to avoid unnecessary delays in the processing of your application. Please note further information and/or modifications may be requested by the Shire after a full assessment has been undertaken.

Applications can be lodged in the following ways:

- By email at buildinglodgement@donnybrook.wa.gov.au
- Posted to PO Box 97, Donnybrook WA 6239.
- In person at the Shire Administration Office at 1 Bentley St, Donnybrook.

These items are prescribed approvals meaning that a BA2 cannot be accepted until these have been obtained (where relevant)

DOCUMENTATION		N/A	APPLICANT PROVIDED	ACCEPTING OFFICER
1 <input checked="" type="checkbox"/>	Has Development Approval been obtained (where applicable) Ref No. _____ Have relevant conditions of approval been cleared/addressed on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <input checked="" type="checkbox"/>	ONSITE EFFLUENT DISPOSAL Where the proposed work involves onsite effluent disposal, has shire approval been obtained? Ref No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	BA2 Form – Application for Uncertified Building Permit – completed in full. <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? • Has Part 4 been completed and signed by the responsible builder? • Has the contract price/value of the building been stated? 		<input type="checkbox"/>	<input type="checkbox"/>
4	Construction Training Fund Levy (CTF) Form or evidence of payment (CTF receipt) Required when the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	For residential work at a value of more than \$20,000: Home Indemnity Insurance – a copy <u>showing the correct property</u> must be provided: or Owner/Builder Approval – a copy of a <u>valid Owner Builder Approval</u> must be provided if a registered builder is not to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Where proposed building work will encroach on or adversely affect other land Evidence that all consents or court orders have been obtained (Form BA20) and/or statement on application form has been filled out and signed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

